



Tucson Police and Fire PSPRS Boards
P O Box 27210
Tucson, AZ 85726-7210
(520) 791-4282 (Voice)
(520) 791-2676 (Fax)

MEETING MINUTES

Tucson Police PSPRS Board

Tuesday, December 3, 2019

The regular meeting of the Tucson Police Public Safety Personnel Retirement System Board was held on Tuesday December 3, 2019 on the 1st floor, Tucson Fire Department, Room 121, Fire Central, 300 S. Fire Central Place, Tucson, Arizona.

Vice-Chair Palomares called the Tucson Police and Tucson Fire PSPRS Board meetings to order at 9:04 a.m.

1. ROLL CALL

Police Board Members:

Present:	Thomas Palomares	Member
	Ana Urquijo	Member
	James Johnston	Member

Also Present:	Nathan Weber	Fire Board Member
	Jason Adler	Fire Board Member
	David McEvoy	Board Attorney
	Michael Jesse	Board Secretary
	Susanna Horn	PSPRS Office
	Tony Archibald	Tucson Police Department
	Steve Erdman	Tucson Police Department
	Dennis Woodrich	

A Police Board quorum was established with Mayor Romero and Mr. Petersen absent/excused.

2. POLICE CONSENT AGENDA: ITEMS A – D**A. MINUTES FOR APPROVAL – November 5, 2019****B. PENSION PAYROLL – Additions and deletions to benefits**

Name	Transaction Type	LDW	Eff Date	Ben Amount
Merrill, Joe	NSR Out of DROP	11/22/2019	12/01/2019	\$ 4,555.06
Corrado David	ADR	10/25/2019	11/01/2019	\$ 3,964.13
Davis, James	ADR	11/29/2019	12/01/2019	\$ 2,312.93
Redman, Dennis	Retiree Death	10/29/2019	11/01/2019	(\$ 4,086.77)
Redman, Peggy	Survivor Spouse	N/A	11/01/2019	\$ 3,269.42

C. REFUND OR TRANSFER OUT OF MEMBER CONTRIBUTIONS

Name	Yrs of Srv	Cost	Type
Ascencio, Gerard	6.29	\$ 27,211.25	Refund
Jasik, Matthew	5.50	\$ 16,585.39	Refund

D. APPROVAL OF EXPENDITURES

Company Name	Description	Date	Amount	Method
McEvoy, Daniels, Darcy	December Retainer	12/03/2019	\$ 400.00	DA-23
Sunnyside Medicenter	New Disability Evals.	09/26/2019	\$ 2,400.00	DA-23

Motion by Mr. Johnston, seconded by Ms. Urquijo, that Police Items A-D are adopted as written. Motion **CARRIED** by a roll call vote of 3-0.

3. FIRE CONSENT AGENDA: ITEMS A – D**A. MINUTES FOR APPROVAL – November 5, 2019****B. PENSION PAYROLL – Additions and deletions to benefits**

Name	Transaction Type	LDW	Eff Date	Ben Amount
Stevens, Edward	NSR	11/23/2019	12/01/2019	\$ 3,594.68
Rankin, Monica	Survivor Death	N/A	12/01/2019	(\$ 3,879.34)
Leoni, Nellie	Survivor Death	N/A	12/01/2019	(\$ 2,788.08)
Lovio, Eduardo	Retiree Death	11/17/2019	12/01/2019	(\$ 3,988.71)

C. REFUND OR TRANSFER OUT OF MEMBER CONTRIBUTIONS

Name	Yrs of Srv	Cost	Type
Walter, Matthew	3.82	\$ 23,670.36	Refund

AUDIO RECORD ON FILE IN THE TUCSON POLICE AND FIRE PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM BOARDS' OFFICE LOCATED AT THE TUCSON FIRE DEPARTMENT, FIRE CENTRAL, ROOM 131, 300 S. FIRE CENTRAL PLACE, TUCSON, ARIZONA – AVAILABLE UPON REQUEST.

POLICE MINUTES
12/03/2019

APPROVED
01/07/2020

D. APPROVAL OF EXPENDITURES

<u>Company Name</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>	<u>Method</u>
McEvoy, Daniels, Darcy	December Retainer	12/03/2019	\$ 400.00	DA-23

No action taken by the Police Board on this Fire Item.

4. ANNUAL DISABILITY PHYSICAL – REQUIREMENT**Police**

<u>Name</u>	<u>DOM:</u>	<u>DOR:</u>	<u>Last Exam</u>	<u>Type</u>	<u>End Date</u>
Pena, April*	10/24/1999	11/30/2015	01/12/2018	Ordinary	10/24/2019

*Member no longer subject to audit. Board action to discontinue evaluations.

Motion made by Mr. Johnston, seconded by Ms. Urquijo, that Ms. Pena is no longer subject to medical audit and requires no further review. Motion **CARRIED** unanimously.

Note: Ms. Pena reached the point at which she would have had 20 years of service.

5. FUND/OFFICE INFORMATION

- PSPRS Annual Conference – January 2020

Mr. Jesse provided Police Board and Fire Board members the registration information for the upcoming PSPRS Annual Conference that will be held in Phoenix on January 22, 2020. He reminded the board members that everyone must enroll individually through the link PSPRS provided in its email regarding the event. Mr. Jesse also provided a Day Trip Travel Form. He explained that proof of mileage via a MapQuest or Google Maps printout should be attached if mileage expenses are to be claimed. The receipt for the enrollment fee also has to be attached in order to be reimbursed for that fee. Mr. Jesse said he would assist with obtaining account numbers needed to get the forms processed.

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- Staffing

Mr. Jesse presented the Police Board and Fire Board with an exhibit of estimated costs for a part time Administrative Assistant position under three different scenarios – 20 hours per week, 24 hours per week, and 30 hours per week (eligible for health benefits). The 24 hour scenario had already been approved for the current fiscal year. The position had been filled but a resignation was tendered after two months of employment. A discussion about how to best proceed with filling the position took place. There was some concern about hiring again at the 24 hours per week schedule given it offered no health benefits eligibility. It was noted, that the 30 hours per week position would provide health benefits eligibility which could provide more incentive for an employee to stay in the position once hired. The issue of having enough work for a 30 hours per week was addressed. Given the position had only been filled for two months of the current fiscal year, it was noted that hiring for the position at 30 hours per week would not cause an overage in the current board office budget. Mr. Jesse mentioned that hiring again at 24 hours per week initially then moving to 30 hours per week if the employee was working out well could be a viable scenario. Ms. Urquijo stated that a 30 hours per week position with health benefits eligibility would most likely produce a different candidate pool than that of a 24 hours per week position without health benefits eligibility. After some further discussion, a decision about hiring for the part-time Administrative Assistant position was reached.

Motion by Mr. Johnston, seconded by Mr. Weber, to approve the hiring search for a part-time Administrative Assistant scheduled to work 30 hours per week thus making the position benefits-eligible.

Motion **CARRIED** unanimously (5-0) in a joint vote of the Fire Board and the Police Board.

- Miscellaneous / Other

Mr. Jesse said he had sent a message to Mayor Romero to see if she would be serving as Chair for the Police Board and Fire Board or if she intended to nominate a permanent delegate for that role.

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6. ADJOURNMENT

The next regular meeting of the Tucson Police and Fire Public Safety Personnel Retirement System Boards is scheduled for **9:00 a.m.** on **Tuesday, January 7, 2019** in Fire Central **Room 121**, Tucson Fire Department, 300 S. Fire Central Place, Tucson, AZ.

Vice-Chair Palomares adjourned the Police and Fire Boards at 9:49 a.m.

Michael J. Jesse, Board Secretary

Date

Regina Romero, Chairman

Date

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